



PITTSBURGH THEOLOGICAL SEMINARY AUDIO VISUAL TECHNICIAN JOB POSTING-SEPTEMBER 2021

POSITION SUMMARY:

Pittsburgh Theological Seminary is accepting applications for a full time **Audio Visual Technician**.

While reporting to the Director of Information Technology, the Audio Visual Technician supports the A/V (audio visual) equipment of the Seminary; provides end user support; and participates in various IT projects as necessary.

ESSENTIAL JOB FUNCTIONS:

- Provide A/V support to the PTS community (staff, faculty and students) by delivering, advising, providing event assistance and setting up equipment and/or software as required.
- Maintain, repair and upgrade A/V systems on campus (smart classrooms, meeting spaces, displays and PA systems).
- Provides video/audio editing services for the seminary.
- As part of the IT team, provide front line help desk support to the seminary.
- As part of the IT team, participate in various projects and initiatives involving technology.

QUALIFICATIONS/REQUIREMENTS:

- Experience, training, or education in all technical areas is not required as on the job training and/or mentoring will be offered.
- Set up and install equipment such as microphones, sound speakers, video screens, projectors, video monitors, recording equipment, connecting wires and cables, sound and mixing boards for events and functions.
- Experience with Learning Management Systems (LMS).
- Experience with video and audio editing (Adobe Premiere/Adobe Rush/Adobe Audition).
- Experience with A/V controls systems (Crestron, AMX, and/or FSR) is desirable.
- An understanding of A/V technology (projectors, LCDs, cables, microphones, mixers, speakers, etc.)
- Experience with video and audio teleconference equipment and/or software (Polycom, Cisco, Skype, GotoMeeting, Zoom, etc.)
- Basic knowledge of computer systems and networks (IP addresses, routers, wireless networks, etc.)
- Experience with wireless radio frequency (RF) design and spectrum management.
- A commitment to promoting and maintaining a collaborative customer service focused environment.



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- Ability to maintain confidential and positive working relationships with administration, faculty, staff, students, vendors, and the general public.

WORK ENVIRONMENT:

- Typical Office
- Work schedule is flexible as to provide maximum flexibility to both the employee and the Seminary and therefore **will require evening and weekend hours.**
- Sitting for extended periods of time while working with computer systems; dexterity of hands and fingers to operate a computer keyboard; reaching overhead, above the shoulders and horizontally, operating at heights or enclosed spaces, bending at the waist and stooping, kneeling or crouching; hearing and speaking to exchange information in person or on the telephone.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Physical ability to drive and access to an automobile is desirable.

TO APPLY:

Interested candidates should provide a cover letter, resume, and the names and contact information (phone and e-mail) for three references. Application materials should be submitted to the Audio Visual Technician Search at careers@pts.edu.

We will begin review of applications as they are received. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.

JOB LOCATION:

616 North Highland Avenue, Pittsburgh, PA 15206
This is not a remote position.

FULL TIME POSITION:

This position is full time and works 40 hours per week. Benefits include: 403(b) (retirement plan), paid time off including vacation, personal and sick time. Medical, dental, and vision benefits are also available.

EQUAL EMPLOYMENT OPPORTUNITY:

The Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. It also conforms to all applicable federal, state, and local laws and regulations relating to equal employment. No person shall be discriminated against in hiring, discharge, promotion, or benefits because of race, color, sex, cultural background, national origin, religion, veteran's status, non-job related disability, or any other classification protected under applicable law.



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INSTITUTION SUMMARY:

Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A.) offering masters and advanced degrees as well as certificate programs. Pittsburgh Seminary prepares students for ministries in established and emerging Christian communities around the world. Rooted in the Reformed tradition and with a centuries-old history of mission and scholarship in service of the church, the Seminary is committed to relationships of mutual learning and serving with Christ-followers from other traditions and theological viewpoints. Our faculty and educational resources cultivate theologically reflective and contextually engaged Christian leaders. Our programs nurture vocational formation for bearing witness to the gospel of Jesus Christ. Our student body is denominationally diverse, consisting of Presbyterians, United Methodists, Baptists, Anglicans/Episcopalians, Orthodox, Lutherans, and representatives of a number of other traditions plus nondenominational students.

In 2015, the Seminary successfully completed a \$26 million capital campaign. These funds were used to introduce a reimagined master's-level curriculum, fully renovate the Clifford E. Barbour Library, make other improvements to the physical campus, endow resource programs in urban ministry and world mission, establish the Center for Writing and Learning Support, develop ecclesial partnerships, and invest in new key personnel. All these initiatives reinforced the Seminary's commitment to collaboration, access, resources, and diversity. The Seminary remains committed to key initiatives from the 2020 Strategic Plan, including becoming an antiracist institution, expanding program delivery, and increasing denominational partnerships and engagement, as well as advancing the institutional master plan.